



# ***US ARMY FINANCIAL MANAGEMENT COMMAND***



## **GFEBS Entering an Invoice, FB 60 Commercial Vendor Services (CVS)**

United States Army Financial Management Command  
(USAFMCOM)  
Operational Support Team

Updated 7/26/2014  
TJO



# INVOICE ROLE-BASED CAPABILITIES

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The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- ~~Disbursing Agent (DA) and Disbursing Manager (DM)~~
- ~~Disbursing Analyst~~
- **Disbursing Technician and Clerk**



# MISCELLANEOUS PAYMENT INVOICE

The Disbursing Office is responsible for the processing of an Invoice Transaction in GFEBS in order to record the cash expenditure executed by a Paying Agent. Processing the Invoice transaction will ensure the intent of positively affecting the Commitment/Obligation is achieved.

Since the cash has already been disbursed by the Paying Agent, the Invoice must be “Blocked” for payment during input to ensure it is not included in any GFEBS Payment Runs.

**Example GFEBS Invoice Processing T-Codes:**

## ***DISBURSING TECHNICIAN***

**FB60** - (Enter Incoming Vendor

**FB08**- (Reverse Invoice Document)





# FB60 - ENTER VENDOR INVOICE



**SAP Easy Access - User Menu**

Menu  Log off System



**Enter Company Code**

Company Code

1 Enter the company code of ARMY and hit enter

Enter the Invoice receipt and Invoice dates (today)

2 Enter the applicable "Paying Agent" code

The "Reference" must be the letters "FMZ" plus the Commitment (GFEBS PR number) number.

\*Example: FMZ500000349

3 Enter the Invoice date (today)

Invoice

SL034001

07/23/2014

07/18/2014

SGL Ind ☐

Reference

FMZ500000349

5 Enter the total of all SF 44s or the SF 1034 total (change the currency code if invoice is in FC)

6 Enter the Finance Office Location or purchase description (field input is based on local directives and SOP)

Posting Date

Cross-CC no.

Amount  USD

Tax amount

Text

Paymt terms

GOVERNMENT VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

DATE VOUCHER PREPARED 31-Jan-13

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND DATE 500000349

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

ARCENT APO AE 12345 Contingency City, Downrange

PAYEE'S NAME AND

TO WEIGHT

ARTICLES OR SERVICES (Over description, item number of contract of Federal supply schedule, and other information deemed necessary)

QUANTITY UNIT PRICE COST

1 500

CONFERENCE GUESTS SPEAKER FEE

must NOT use the space below

RANGE RATE 1 = \$1.00

DIFFERENCES

Anybody who is correct for (Signature or initials)



# FB60 - ENTER VENDOR INVOICE

Basic data **Payment**

Vendor: SL034001

Inv. rcpt date: 07/23/2014

Invoice date: 07/18/2014

Posting Date: 07/18/2014

Cross-CC no.:

Amount: 1,700.00 USD ☐ Calculate tax

Tax amount:

Text: 125TH FMD, FOB Fenty

Paymt terms: 5 Days net

Click on the  
"Payment"  
Tab

Scroll down  
to view the  
remaining  
input fields

☒ Exclude Invoice from PPA calculations

Improper Invoice Information

Place a check  
mark on the  
"Exclude from  
PPA" option

Basic data **Payment** Details Tax Withholding tax

BaselineDt: 07/23/2014

Due on: 07/23/2014

Discount: USD

Disc.base: USD To be calculat

Payt Terms: **Z001** Days Days net

Pmnt Method: ☒ Pmnt Meth.Sup. 00 Pmnt Block

PmntCurrcy: Pmnt/c amt

Inv.ref.:

Part. Bank: House Bank

Reason cde:

Fixed: Free for payme

Enter Today's  
Date

Ensure Payment Terms  
are "Z001" and the  
Payment Method is "C"  
(Check)



# FB60 - ENTER VENDOR INVOICE

Ensure the correct "Payment Method Supplement (PMS)" is utilized. This code is utilized for reporting purposes and to track Invoice Documents based on processing locations.

Payment Method Supplement (1)	
Restrictions	
PmtMthSu	Description
00	Dept of Navy - Paid for ARMY
01	DFAS, Central Disbursing
02	Dept of Treasury for the Army
AF	Bagram, Afghanistan 8830

**CRUCIAL STEP**  
Change the Payment Block field to "B" (Blocked for payment)

BaselineDt 08/17/2014  
Due on 08/17/2014  
Discount  
Disc.base  
Pmt Method ☒ Pmnt Meth.Sup. ☐ Pmnt Block 00  
PmntCurrency  
Inv.ref.  
Part. Bank  
Reason cde

- ARNG Unblock Req'd
- Blocked for DiscTerm
- Blocked for payment
- Blocked-Awaiting 810
- CISIL LIV Paymt Bck
- CML:InvestorContract
- DTS Block
- EA Pending

0 Items ( No entry variant selected )			
St...	G/L acct	Short Text	D/C
			Debit
			Debit
			Debit
			Debit
			Debit
			Debit

Amount	T...	Tax jurisdictcn code	Assignment
0.00			
0.00			
0.00			
0.00			
0.00			
0.00			





# FB60 - ENTER VENDOR INVOICE

Post 17 Click "Post" Cancel System Tree on Comp

0 Items ( No entry variant selected )

St...	G/L acct	Short Text	D/C	Amount in doc curr	Loc
	6100.260B		Debit	4700.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	

Scroll to the right to and locate the "Earmarked Funds" column

Enter the Commitment Item number utilized in the Commitment/Obligation (FMZ3) preceded by "6100." (G/L Code).

Enter Invoice Amount (Must match the total entered in the "Basic Data Tab")

GFEBs will issue the Invoice document number

CERTIFICATION

...ated on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have

19. ACCOUNTING CLASSIFICATION AND AMOUNT

021	2013	202010D13	A76VV	131096QLOG
500000349	6100.260B	021001		

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER

Heather Brabant

CPT, FC JTF-7, RM

*Heather Brabant*

\*physical copy

Valu...	Earmarked funds
	500000349

Input the FMZ3 (Commitment/Obligation) document number and press "Enter". This will auto-populate the applicable accounting data



# FMZ3 - COMMITMENT STATUS AFTER INVOICE PROCESS

## Funds commitment: Display

Menu  Back Exit

Document  
Document  
Company C  
Doc.text  
Currency

Research the document details by clicking on the individual documents that created the difference between the Overall and Open Amounts

After selecting the correct GFEBS Commitment document, Click the "Consumption" button to view the effect of the processed Invoice

1

Consumption

2

1900000000 ARMY2013

## Display Document: Data Entry View

Menu  Back Exit Cancel System  Change Display/Change Mode

### Data Entry View

Document Number 1900000000 Company Code ARMY Fiscal Year 2013  
Document Date 05/15/2013 Posting Date 05/15/2013 Period 8  
Reference AFE345FD2 Cross-Comp.No.   
Currency USD Texts exist ☐ Ledger Group

C...	Item	PK	Account	Description	Amount	Curr.	Tx
ARMY	1	31	0NPB2	RICHLAND OFFICE EQUIPMEN	1,700.0	USD	
	2	40	6100.3240	O/E-HzdWasteDisp	0,700.0	USD	





# Document Attachments (Invoice)



# DOCUMENT ATTACHMENTS

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Use this procedure to attach physical documents to the Invoice transaction. Attaching the DDS-Generated SF 1034, SF 44s, and receipts to the “GFEBS Document”.

Attaching the original documents creates an outstanding audit trail for future reference and for the researching of Paying Agent transactions against a particular Commitment/Obligation.

***NOTE:*** In “GFEBS Production” this process must be accomplished immediately after posting the FB60/FB08. Failure to do so may result in unnecessary delays and work.



# DOCUMENT ATTACHMENT ROLE- BASED CAPABILITIES

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- ~~Disbursing Analyst~~
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# FB02- CHANGE DOCUMENT (FILE ATTACHMENT)



**SAP Easy Access - User Menu**

Menu  Log off System

**Display Document: Initial Screen**

Menu  Back Exit Cancel System

**Keys for Entry View**

Document Number   
Company Code ARMY  
Fiscal Year

**Change**

Menu

Data Entry View

Document Number   
Document Date   
Reference   
Currency

Posting Date   
Cross-Comp.No.   
Texts exist ☐

**Create...**

- Create Attachment
- Create note
- Create external document (URL)
- Store business document
- Enter Bar Code

**Document**

2012  
1

**Amount Curr. Tx**

2.40	6100.260B	O/EGenSupNotCat	10.00-	USD	
			10.00	USD	

1

Enter the desired Document Number (GFEBs Invoice document number)

Press "Enter"

Click the "Services for Object" button

Enter the corresponding Fiscal Year

Hover over the "Create..." option then click on the "Create Attachment" option



# FB02- CHANGE DOCUMENT (FILE ATTACHMENT)

**Change Document: Data Entry View**

Import file | Display Another Document

Fiscal Year: 2012  
Period: 1

Look In: Desktop

Recent  
Desktop  
Computer  
OSDisk (C:)  
DVD RW Drive (D:)  
Removable Disk (E:)  
Removable Disk (F:)  
Removable Disk (G:)

File Name:   
Files of Type: All Files (\*.\*)

Look In: Desktop

FBCA\_crosscert\_remover\_v111.zip  
Hama Invoice.rtf  
**Hama Invoice.txt**  
Invoice 123 Hama.pdf  
Print... .exe  
Set T... kthrough 2014 Working copy text file.txt  
Set TJO Walkthrough  
Support and Serve.PN  
Unit Crest.PNG

Files of Type: All Files (\*.\*)

Open Cancel

6 Select the location of the file to be attached

7 Click the Appropriate document and click "Open"

System notification of successful document attachment

☒ The attachment was successfully created



# FB03- VIEWING A FILE ATTACHMENT

**SAP Easy Access - User Menu**  
Menu ▾ **FB03** ◀ Log off System ▾

**Display Document: Initial Screen**  
Menu ▾ ◀ Back Exit Cancel System ▾

**Keys for Entry View**  
Document Number   
Company Code   
Fiscal Year



Press "Enter"



Enter the desired Document Number (GFEBS Invoice document number)



Enter the Fiscal Year applicable to the Document Number

**Display Document: Data Entry View**  
Menu ▾ ◀ Back Exit Cancel System ▾ | Change Display/Change Mode Display And

**Data Entry View**  
Document Number  Company Code  Fiscal Year   
Document Date  Posting Date  Period   
Reference  Cross-Comp.No.   
Currency  Texts exist ☐ Ledger Group

C...	Item	PK	...	Account	Description	Amount	Curr.	Tx
ARMY	1	86		2110.0500	GR/IR	26,172.84	USD	IO
	2	86		2110.0500	GR/IR	94,205.40	USD	IO
	3	86		2110.0500	GR/IR	106,041.96	USD	IO
	4	31		SAB65	HAMA TRADING & CONTRAC	226,420.20-	USD	IO





# FB03- VIEWING A FILE ATTACHMENT

Double Click the desired file or Click the "Display" button (glasses) to view the

Click the "Services Object" button

Click the "Attachment List" button

1

2

3

Display

Menu

Data Entry View

Document Number 19000000

Document Date 01/03/2013

Reference ABC1298

Posting Date 01/03/2013

Period

Cross-Comp.No.

Ledger Group

Service: Attachment list

AttachmentForARMY 19000000012013

New

Icon	Title	Creator Name	Created On	Amount	Curr.	Tx
	Hama Invoice	Tameria O'Dell	07/24/2014	26,172.84	USD	IO
				94,205.40	USD	IO

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	W912D1-13-P-0002	19-Jul-14		DEST	NET 30

**HAMA TRADING & CONTRACTING CO**  
Al-Shawafat Bldg 1124 Tower 7  
Kuwait City  
KU 13098

**INVOICE**  
Invoice Number: 526304  
Date: 19-Jul-14

**Ship To:**  
3rd BDE Logistics (S4)  
Camp Arifjan, KU APO AE 09366

**Bill To:**  
ARCENT-Kuwait  
FMSU (Vendor Pay)  
DSSN 8850

**QUESTIONS**

**CFEBS**

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GENERAL FUND ENTERPRISE BUSINESS SYSTEM